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## YOUTH INSPECTOR JOB DESCRIPTION

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### CITY OF MILWAUKEE ELECTION COMMISSION

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#### **POSITION SUMMARY:**

Youth inspectors play a vital role at voting sites. They work directly with voters and assist in the following areas:

- ✦ Check-in registered voters and issue ballots and voter numbers
- ✦ Register qualified individuals to vote
- ✦ Handle voting equipment to verify ballots have been completed and accepted

Youth inspectors may work the full day from 6:30am to 9:30pm (or until the polling site is closed) or select a shift, 6:30am to 2:00pm or 1:30pm-9:30pm (or until the equipment is taken down).

#### **PRINCIPAL DUTIES AND RESPONSIBILITIES:**

- ✦ Verify voter's name and address in poll list.
- ✦ Check-in pre-registered voters using poll list.
- ✦ Issue ballots and voter numbers.
- ✦ Reconcile poll lists.
- ✦ Document changes in voter information.
- ✦ Use parameter book and polling location guide to verify address and determine voter polling location.
- ✦ Determine types of registration.
- ✦ Analyze documents.
- ✦ Review applications.
- ✦ Monitor Optech Eagle voting machine.
- ✦ Monitor the AutoMARK (ballot marking machine).
- ✦ Address ballot errors.
- ✦ Maintain tally of rejected/reissued ballots.
- ✦ Collect voter numbers, and ballot privacy stickers.
- ✦ Assist voters with marking ballots.
- ✦ Distribute stickers.
- ✦ Assist in the enforcement of all Election Day policies and procedures.
- ✦ Assist in the completion of all Election Day forms.
- ✦ Assist voters that request curbside voting.
- ✦ Assist in the voter and ballot reconciliation.

#### **KNOWLEDGE, SKILLS, AND ABILITIES:**

- A. **KNOWLEDGE:** Must be enrolled in 9<sup>th</sup> to 12<sup>th</sup> grades in a public or private high school. Must have experience working with diverse group of people in a public environment. Able to read, write, and speak English fluently
- B. **SKILLS:** Must possess excellent customer service skills. Strong clerical and analytical skills. Detail oriented. Active listener. Must possess good oral communication skills.
- C. **ABILITIES:** Must be able to sit and/or stand for long periods of time. Must be able to lift 30 lbs.

#### **OTHER:**

- ✦ At least 16 years of age.
- ✦ Must be a resident of the city of Milwaukee and a U.S. Citizen.

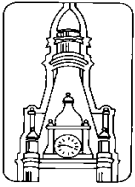
- ⊕ Never been convicted of a felony conviction and not otherwise disqualified from voting.
- ⊕ Not be a candidate for office in the election.
- ⊕ Must have the consent of a parent/guardian and principal prior to each election worked.

**TRAINING REQUIREMENT:**

- ⊕ Youth inspectors are required to attend a 2-3 hour training class prior to each election event.

**THE SELECTION PROCESS:**

- ⊕ Selection will consist of one or more of the following: training and experience evaluation; written, oral or performance test; or other assessment methods. Selection process component weights will be determined by further analysis of the job.
- ⊕ All qualified candidates will be notified of the date, time, and place of the examination. Persons placed on an eligible list will remain on the list for two years **ONLY**. Persons not accepted in an examination or failing an examination may reschedule for the next available date.



OFFICE USE ONLY	DISTRICT:	WARD:
	SSN:	Recommended By:

**YOUTH INSPECTOR APPLICATION**  
**CITY OF MILWAUKEE ELECTION COMMISSION**

LAST NAME: \_\_\_\_\_ FIRST NAME: \_\_\_\_\_ M.I.: \_\_\_\_\_  
DATE OF BIRTH: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_  
HOME ADDRESS: \_\_\_\_\_ APT. #: \_\_\_\_\_ CITY: Milwaukee ZIP: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_ MAILING ZIP CODE: \_\_\_\_\_  
DAY PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ EVENING PHONE: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
PARENT/GUARDIAN NAME: \_\_\_\_\_

Are you qualified to work at the polls (check one)? ☐ YES ☐ NO  
(Qualifications: U.S. citizen, resident of the City of Milwaukee, at least 16 years of age, enrolled in 9<sup>th</sup> to 12<sup>th</sup> grades in a public or private high school, not currently serving a sentence including probation or parole for a felony conviction, and not otherwise disqualified from participating in the voting.)

Have you ever been convicted of a felony? ☐ YES ☐ NO

Have you ever been an Election Inspector? ☐ YES ☐ NO If yes, where: \_\_\_\_\_

Do you speak a language other than English? ☐ YES ☐ NO If yes, please list: \_\_\_\_\_

I would like to (check one): ☐ VOLUNTEER ☐ RECEIVE PAYMENT as an Election Inspector.  
(Volunteers can work as Election Inspectors or Site Coordinator Assistants. Paid workers are **only** assigned as Election Inspectors. If you select payment and are hired, you must complete a W9 form on Election Day.)

High School: \_\_\_\_\_ High School's phone: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
Principal: \_\_\_\_\_ Grade: \_\_\_\_\_

Are you currently, or have you ever, interned for the City of Milwaukee? ☐ YES ☐ NO

Hours available (check one):  
6:30 a.m. to 9:30 p.m. ☐ | 6:30 a.m. to 2:00 p.m. ☐ | 1:30 p.m. to 9:30 p.m. ☐

Is there a specific polling site or side of town you prefer to work? \_\_\_\_\_

How did you hear about becoming an Election Inspector? \_\_\_\_\_

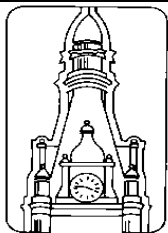
(Please read the following statement and sign and date on the specified line if in agreement.)

**IN SIGNING, I ATTEST THAT THE ABOVE INFORMATION IS ACCURATE AND THAT ANY FALSE STATEMENTS ON THIS APPLICATION WILL DISQUALIFY ME.**

**APPLICANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Return to: Election Commission  
200 East Wells Street, Room 501  
Milwaukee, WI 53202

For more information contact:  
Office: (414) 286-3491  
Fax: (414) 286-8445



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**Office of the ELECTION COMMISSION****City of Milwaukee**

200 E. Wells Street, Room 501

Milwaukee, WI 53202

Phone: 414-286-3491

Fax: 414-286-8445

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**Parental Agreement for Youth Inspectors***for February 17, 2008 - Presidential/Fall General Election*

My child, (print name) \_\_\_\_\_, accepts the appointment to serve as an Election Inspector on Election Day, \_\_\_\_ (date) \_\_\_\_\_ (month), \_\_\_\_ (year) and meets the terms of this agreement with the City of Milwaukee Election Commission.

*Please initial each of the following responsibilities:*

\_\_\_\_\_ Child will arrive at the polling place on time and be part of the ward's Election Day staff for the duration of Election Day.

\_\_\_\_\_ Child has received approval from their principal.

School: \_\_\_\_\_

Principal's Signature: \_\_\_\_\_

\_\_\_\_\_ Child has arranged transportation to and from the polls on Election Day.

Please complete the following parent/guardian information:

\_\_\_\_\_  
Parent Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
E-mail address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date